

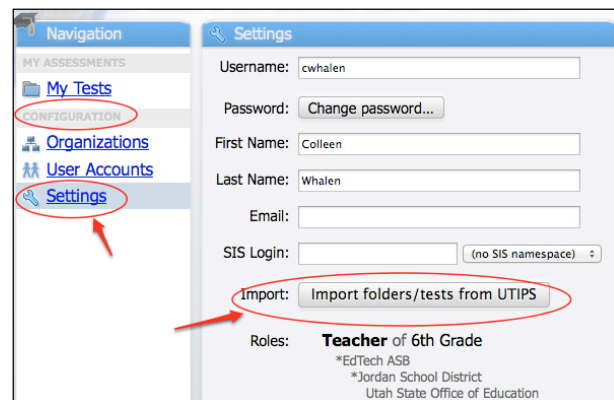
IMPORT DATA FROM A PREEXISTING UTIPS ACCOUNT

To import tests and folders from a preexisting UTIPS account, you will need to know your login and password.

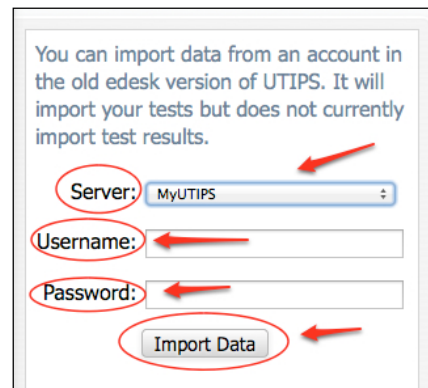
IMPORTANT NOTE: This will import all of your tests and folders from your pre-existing account. It is advisable to clean out all old unwanted material **before** doing the import.

This imports test and folders only. Folders of images, media and other non-test materials will not be imported.

- Log into your UTIPS Core account
- Go to the **Configuration** in the navigation pane.
- Select **Settings**
- Select **Import folders/tests from UTIPS**



- The import pane opens on the right.
- Select the server in which you have an account. (Most Jordan teachers have used **MyUTIPS**).
 - Enter your **username** and **password** for that account.
 - Select **Import Data**.



NOTE:

You may need to log out and then log back in again in order to see all of your preexisting folders.

Imported assessments will be located in the default **My Tests** folder.

